

**CITY PERSONNEL DIRECTOR  
(COUNTY PERSONNEL OFFICER)**

**NATURE OF WORK**

This is highly responsible administrative, supervisory and professional personnel work directing the total operation of a joint City and County Personnel Department that includes two separate personnel systems. This position is in the City's unclassified service.

The Personnel Department is a department established by the City Charter with the Personnel Director reporting to the Mayor and responsible for the delivery of personnel services to the municipal government. This department also provides personnel services to the County through an interlocal agreement with the Director assuming the capacity of the County Personnel Officer accountable to the County Board of Commissioners on County personnel matters.

Work involves directing and coordinating, through subordinate supervisors, the activities of the various operating divisions comprising the Personnel Department; developing and recommending personnel policies, practices, ordinances and related items; negotiating labor agreements as the chief spokesman and administering labor contracts; developing and implementing effective employee relations programs and preparing and administering the departmental budget. Work also involves directing and administering employee fringe benefit systems; directing the development and maintenance of a computerized personnel information network; and promoting equal employment opportunity and affirmative action programs. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and legislative requirements. Work is performed under the general policy direction of the Mayor and County Board of Commissioners and in compliance with the City Charter and related legislative requirements. Supervision is exercised over professional, technical and clerical subordinates.

**EXAMPLES OF WORK PERFORMED**

Directs operating divisions, through subordinate supervisors, engaged in recruitment and selection, classification and compensation, training and employee development, equal employment opportunity and affirmative action, county personnel services, clerical support and records maintenance activities.

Negotiates and administers labor agreements with multiple City and County bargaining units; develops and administers effective employee relations programs; advises department heads relative to grievances and administers grievance procedures in compliance with negotiated labor agreements and legislative requirements.

Acts as secretary to the City Personnel Board and County Personnel Policy Board supplying pertinent information and maintaining records of actions taken.

Advises Mayor, City Council and County Board of Commissioners on personnel trends and unusual problems and prepares special reports as requested; serves as a member of the Mayor's cabinet.

Maintains contacts with all City and County departments to determine changing personnel needs and problems and to explain personnel policies, procedures and regulations.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the principles and practices of public personnel administration including merit system administration, recruitment and selection, classification and compensation, equal employment opportunity and affirmative action, training, employee relations and related areas.

Extensive knowledge of federal merit system standards as well as local, state and federal rules and regulations affecting the operation of a modern personnel system.

Extensive knowledge of managerial principles and practices associated with labor negotiations, contract development and administration of collective bargaining agreements.

Extensive knowledge of employee fringe benefit systems and legislation affecting the administration of fringe benefit programs.

Thorough knowledge of governmental organization.

Considerable knowledge of statistical methodologies used in the various aspects of personnel administration.

Ability to plan, assign and supervise the work of professional, technical and clerical subordinates.

Ability to formulate and implement effective personnel programs to serve City and County governments.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, union representatives, employees and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's degree in business or public administration, industrial relations, personnel or related field with extensive administrative and supervisory experience in personnel system development and administration involving labor/management relations and negotiations in the public sector.

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MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, industrial relations, personnel or related field with considerable administrative and supervisory experience in personnel system development and administration involving labor/management relations, negotiations and contract administration or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

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